

# Semi-Annual Report on Female and Minority Employment

January – June 2014

Personnel Cabinet October 2014



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#### **EXECUTIVE SUMMARY**



#### PERSONNEL CABINET

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TIM LONGMEYER SECRETARY

October 1, 2014

The Honorable Steve Beshear Governor, Commonwealth of Kentucky The Capitol Building Frankfort, Kentucky 40601

Dear Governor Beshear:

In accordance with KRS 18A.138, I am submitting to you the enclosed Semi-Annual Report on Female and Minority Employment for the six-month period of January 1 through June 30, 2014. This report reflects the overall minority and female employment utilization for the Executive Branch as well as figures for each of the various cabinets.

Currently, the long-term hiring goal for minorities and females are 10.7% and 50.8% respectively. These goals are based upon Kentucky demographic data from the 2010 Census, with the minority goal increasing to 12.2% incrementally beginning with this reporting period. This report measures the minority employment goal at 10.7% and the three subsequent reporting periods will measure these goals at 11.2%, 11.7% and 12.2%, respectively. Female utilization goals will remain at 50.8% until new demographic data becomes available.

Through these goals, your Administration continues its focus on increasing representation in employment by race and gender and developing a Kentucky State Government workforce that reflects the racial and gender demographics of the citizens we serve.

This Semi-Annual Report on Female and Minority Utilization is compiled with data from the Kentucky Human Resources Information System (KHRIS). The Office of Diversity & Equality has worked to ensure that the updated reporting system more accurately reflects the racial and gender makeup of the Executive Branch. Again in this report, and in all subsequent reports, data from the





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(Page 2 of 2)

United Prosecutorial System and the constitutional offices of the Secretary of State, Attorney General, State Treasurer, Auditor of Public Accounts, and the Department of Agriculture are removed from the overall Executive Branch employment totals. This format more accurately reflects the workforce makeup of your administration. The employment data from the aforementioned agencies will be included as appendices to this report.

The total number of Executive Branch employees, for our reporting purposes, as of June 30, 2014, was 32,976. At the close of this reporting period, your administration employed 3,014 minorities and 16,372 females. This represents a utilization percentage of 9.14% for minorities and 49.65% for females, an increase from 9% and 49.08%, respectively, at the end of the last reporting period.

The Personnel Cabinet and the Cabinet for Health and Family Services exceeded the overall goals for both minority and female employment. While the Economic Development Cabinet, Labor Cabinet, Education Cabinet, and General Government exceed the goal for female employment. In this report you will find overall and categorical utilization data for each of the various cabinets in addition to charts denoting utilization trends over several reporting periods.

The Personnel Cabinet, through its Office of Diversity and Equality (ODE), is committed to assisting agencies through providing training in the areas of diversity and EEO. ODE continues to develop specific and targeted consultations for the various cabinets in hopes of reaching full utilization.

Sincerely,

Tim Longmeyer, Personnel Secretary

Enclosure: Semi-Annual Report January - June, 2014



#### STATEMENT OF PURPOSE

#### Office of Diversity & Equality

The Office of Diversity & Equality (ODE), in the Commonwealth of Kentucky's Personnel Cabinet, is committed to ensuring greater diversity within state government. Kentucky Revised Statute 18.A 138(4) directs the Personnel Cabinet to produce this Semi-Annual Report on Minority & Female Employment in order to provide state officials with a progress assessment of the Executive Branch's Affirmative Action Plan. The data in this report reflects the degree of workforce diversity within the Executive Branch of state government.

The Executive Branch Affirmative Action Plan requires the Personnel Cabinet to set utilization goals for female and minority employment. Employment goals reflect population percentages established by the most recent census. The purpose of this Semi-Annual Report on Female & Minority Employment is to provide a snapshot of workforce realities in comparison to the established goals.

The new Executive Branch Affirmative Action Plan, established by Executive Order 2013-841, has established new utilization goals at 12.2% for minority employment and 50.8% for female employment. Beginning with the previous report (December 2013), the female utilization goal will be measured at this established goal. The minority utilization goal is on a scheduled increase from 10.2% to 12.2% over five consecutive reporting periods. Below is the schedule for this gradual increase:

Reporting Period	Minority Utilization Goal	Increase
December 2013	10.2%	0.2%
July 2014	10.7%	0.5%
December 2014	11.2%	0.5%
July 2015	11.7%	0.5%
December 2015	12.2%	0.2%

The Office of Diversity & Equality produces this report, as well as diversity and EEO training for the various cabinets, in order to promote and sustain a workforce that reflects the diversity found within the Commonwealth. Success in securing a diverse workforce is a legal, economic and moral imperative. This report should allow the various cabinets to assess their plans for the recruitment, retention and promotion of minorities and women.

#### **Report Structure and Methodology**

The data included in this Semi-Annual Report on Female & Minority Employment was provided by the Kentucky Human Resources Information System (KHRIS). The data is broken down into three groups: total employment, minority employment and female employment.

Within this report, one will find graphic representations of the data provided by KHRIS, beginning with an overview of the statewide progress, followed by a snapshot of minority and female utilization numbers for the various cabinets.

Since December 2011, all subsequent reports have excluded employment data from the United Prosecutorial System and the constitutional offices of the Secretary of State, Attorney General, State Treasurer, Auditor of Public Accounts, and the Department of Agriculture in the overall Executive Branch employment totals. This change was made to more accurately reflect the workforce makeup of this administration. The employment date from the aforementioned agencies will be included as appendices to this report.

#### **Notes on Reading the Utilization Tables**

- 1. The Executive Branch Utilization Tables (page 11), and the tables compiled for each of the various cabinets, consists of ten columns. The column categories are abbreviated to provide maximum use of space on the pages that follow. The categories found on the Commonwealth Utilization Table, from left to right, are (abbreviations in parenthesis used in the report):
  - Job Category
  - Total Number of Employees (TOT EMPLS)
  - Number of Minorities Employed (MIN)
  - Percentage of Minorities Employed (% MIN)
  - Projected Minority Utilization Goals (MIN PROJ % GOAL)
  - Number of Females Employed (FEM)
  - Percentage of Females Employed (% FEM)
  - Projected Female Utilization Goals (FEM PROJ % GOAL)
- **2.** Rows 2-9 on the Commonwealth Utilization Table, and the tables compiled for each of the various cabinets, represent the EEO Job Categories found within state government. There are nine possible categories for a description of each EEO Job Category *SEE APPENDIX* 7.
- 3. Rows 10-12 provide totaled information for overall analysis. These rows include:
  - TOTAL (the sum of all data found in the various columns)
  - DECEMBER 2013 TOTAL (the totals from the previous reporting period)
  - CHANGES (the differences between the current total and the total from the previous reporting period)
- **4.** Color coding is used to highlight certain useful information for readers.
  - Green (utilization goal met)

#### **Cabinet Utilization Tables**

Also included in this report are snapshots of the overall minority and female utilization numbers for each cabinet as well as a breakdown for the various EEO Job Categories.

#### **Trend Charts**

Provided in this report are charts representing minority and female utilization over designated periods of time. The charts for total Executive Branch utilization (pages 14 and 15) measure utilization goals and semi-annual data for minority and female employment, respectively, dating back to the December 1998 Semi-Annual Report on Female & Minority Employment. Trend charts are also included for the various cabinets, representing data from June 2007 (the last reporting period of the previous administration). <sup>1</sup>

#### **Analytical Framework for Readers**

The presentation of data found within this report focuses on providing readers with a general overview of the status of the Executive Branch of the Commonwealth of Kentucky and its various cabinets on the employment of minorities and women.

Certain cabinets will have more difficulty reaching goals due to the limited qualifying availability within the labor pool of targeted populations for traditionally race or gender dominated positions. This does not excuse underutilization, but rather, provides the opportunity for innovation in recruitment and retention of minority and female employees in order to improve these numbers in a good faith effort (even if reaching the projected goal is not feasible).

For the purpose of this report, areas highlighted to indicate the achievement of utilization goals comply strictly with the percentages established to quantify full utilization.

-

<sup>&</sup>lt;sup>1</sup> Trend charts for two cabinets, Labor and Public Protection, provide information dating back to June 2008, the first reporting period after the creation of these cabinets.

# MINORITY & FEMALE EMPLOYMENT DATA

#### **Executive Branch Utilization Summary**

Between January 1 and June 30, 2014, the number of Kentucky Executive Branch employees increased by 125 positions from 32,851 to 32,976. The total number of minority held positions during this period rose by 57 positions from 2,957 to 3,014. This increase resulted in a slight rise (0.10%) in minority utilization to 9.14%, 1.56% shy of the minority utilization goal of 10.7%.

Likewise, during this reporting period the number of female held positions increased by 251 - from 16,122 to 16,373. This increase resulted in a 0.57% rise in female utilization from 49.08% to 49.65%, 1.12% shy of the female utilization goal of 50.8%.

During this reporting period, the Commonwealth continued to exceed the minority utilization goal in two EEO Job Categories (Paraprofessional and Service Maintenance). The female utilization goal was again met in three EEO Job Categories this reporting period (Professional, Paraprofessional, and Office & Clerical).

Deficiencies in attaining the overall minority and female utilization goals can be found in several areas. Looking at minority employment by cabinet, the Energy & Environment, Tourism, and Transportation cabinets have a significantly lower disproportionate percentage of overall minority employees in comparison to their proportions of the overall Executive Branch workforce.

The greatest overall deficiency in minority & female employment is found in the Transportation Cabinet. Though the Transportation Cabinet workforce represents 14.56% of the overall Executive Branch employment, minorities females employed by Transportation only comprise 8.96% and 5.78% of the overall Executive Branch minority female employment, respectively.

The greatest overall concentration of minority & female employment is in the Cabinet for Health and Family Services (CHFS). CHFS far exceeds the cabinet's proportion of the overall workforce. Though CHFS employs 23.11% of the Executive Branch workforce, it employs 37.82% and 37.66% of the overall minority and female Executive Branch employees, respectively. (For a full list of employment percentages by cabinet see Page 16.)

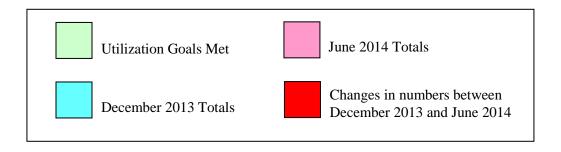
In examining proportional representation by EEO Job Categories, there are a few EEO Job Categories where minority and female employees are either significantly underutilized or disproportionally concentrated. Across the board, minority underrepresentation is most prevalent in EEO Job Categories 1 (Officials & Administrators), 4 (Protective Service Workers) and 7 (Skilled Workers). For female employment, underrepresentation is most prevalent in EEO Job Category 4 (Protective Service Workers) and EEO Job Category 7 (Skilled Workers). Conversely, higher concentrations of female employees are found in EEO Job Categories 2 (Professionals), 5 (Paraprofessionals) and 6 (Office & Clerical). (For a full list of employment percentages by EEO Job Category see Page 17.)

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<sup>&</sup>lt;sup>2</sup> For a chart explaining the gradual increase of minority utilization goals established with the new demographic information from the 2010 Census, please see the "Statement of Purpose" on page 5.

# **EXECUTIVE BRANCH UTILIZATION TABLE**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	2,770	204	7.36%	10.7%	1,219	44.01%	50.8%
EEO GRP 2: PROFESSIONAL	16,884	1,645	9.74%	10.7%	9,856	58.37%	50.8%
EEO GRP 3: TECHNICIANS	1,610	107	6.65%	10.7%	578	35.9%	50.8%
EEO GRP 4: PROTECT SERV WRKR	3,407	220	6.46%	10.7%	642	18.84%	50.8%
EEO GRP 5: PARA PROFESSIONAL	2,583	381	14.75%	10.7%	1,960	75.88%	50.8%
EEO GRP 6: OFFICE & CLERICAL	1,579	132	8.36%	10.7%	1.221	77.33%	50.8%
EEO GRP 7: SKILLED WORKER	2,396	99	4.13%	10.7%	135	5.63%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	1.747	226	12.94%	10.7%	761	43.56%	50.8%
						15155,0	
JUNE 2014 TOTAL	32,976	3,014	9.14%	10.7%	16,373	49.65%	50.8%
DECEMBER 2013 TOTAL	32,851	2,957	9.0%	10.2%	16,122	49.08%	50.8%
CHANGES	125	57	0.14%	0.5%	251	0.57%	0



#### **OVERALL CABINET GOAL ATTAINMENT**

### • Cabinets meeting both minority and female utilization goals:

- o Health & Family Services Cabinet
- o Personnel Cabinet

### • Cabinets meeting minority utilization goals:

- o Health & Family Services Cabinet (14.96 %)
- o Personnel Cabinet (12.39%)

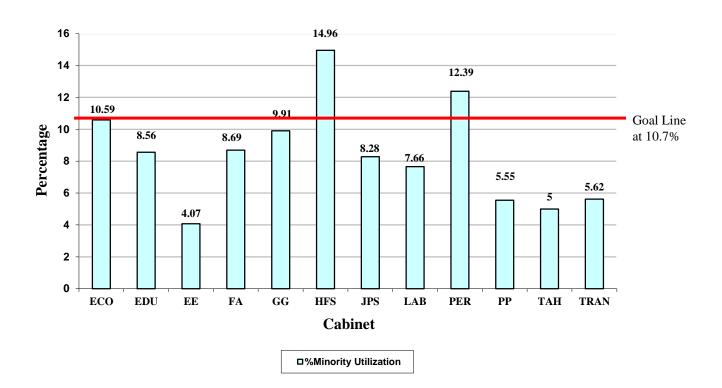
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(The Economic Development Cabinet and General Government both came within one percentage point of attaining the minority employment goal for this reporting period with 10.59% and 9.91%, respectively.)

#### • Cabinets meeting female utilization goals:

- Economic Development Cabinet (52.94 %)
- o Education Cabinet (60.10%)
- o General Government (59.67%)
- o Health & Family Services Cabinet (80.88%)
- o Labor Cabinet (**56.76%**)
- o Personnel Cabinet (73.45%)

#### MINORITY UTILIZATION BY CABINET



### **CABINETS**

ECO - Economic Development

EDU - Education & Workforce Development

EE - Energy & Environment
FA - Finance & Administration
GG - General Government
HFS - Health & Family Services
JPS - Justice & Public Safety

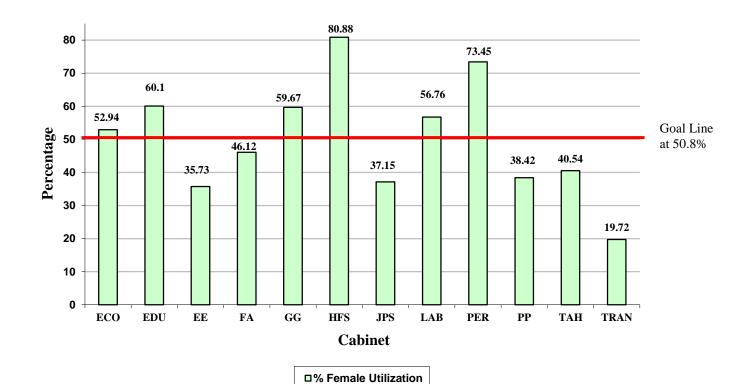
LAB - Labor PER - Personnel

PP - Public Protection

TAH - Tourism, Arts & Heritage

TRAN - Transportation

### FEMALE UTILIZATION BY CABINET



### **CABINETS**

ECO - Economic Development

EDU - Education

EE - Energy & Environment
FA - Finance & Administration
GG - General Government
HFS - Health & Family Services
JPS - Justice & Public Safety

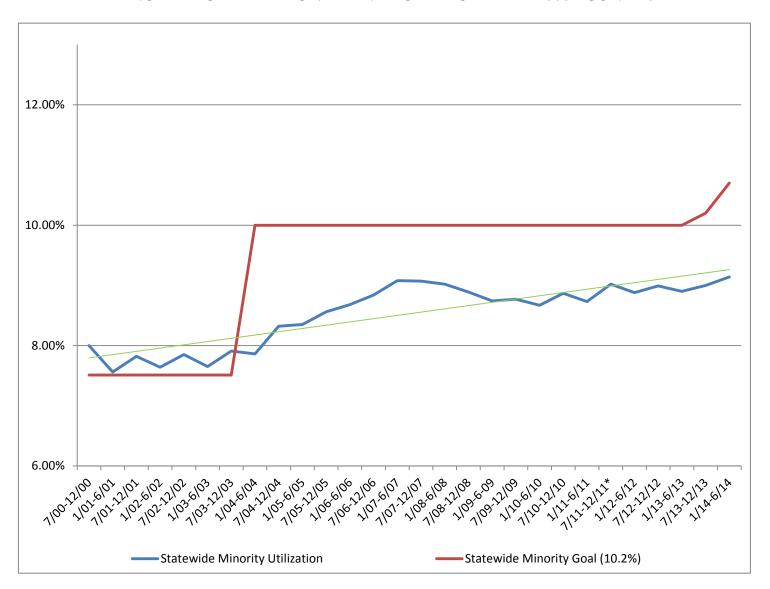
LAB - Labor PER - Personnel

PP - Public Protection

TAH - Tourism, Arts & Heritage

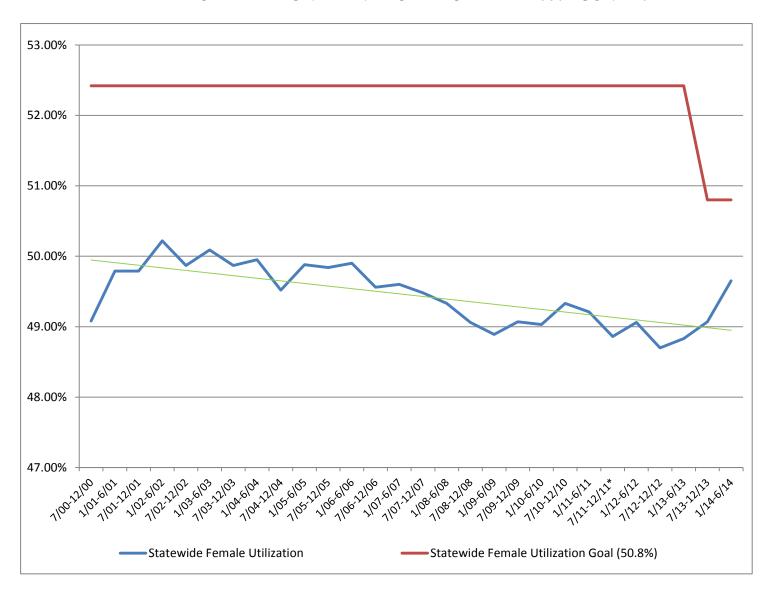
TRAN - Transportation

#### MINORITY UTILIZATION TREND FOR DECEMBER 2000 – JUNE 2014



<sup>\*</sup> From December 2011 forward, data will exclude employees from the Unified Prosecutorial System and the various offices of the Constitutional Officers (Secretary of State, Attorney General, Auditor of Public Accounts, State Treasurer and Commissioner of Agriculture).

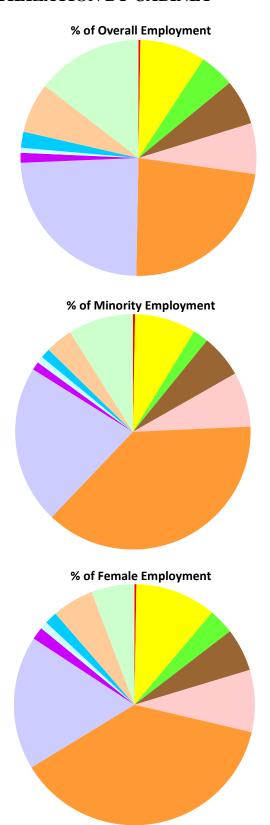
#### FEMALE UTILIZATION TREND FOR DECMEBER 2000 – JUNE 2014



<sup>\*</sup> From December 2011 forward, data will exclude employees from the Unified Prosecutorial System and the various offices of the Constitutional Officers (Secretary of State, Attorney General, Auditor of Public Accounts, State Treasurer and Commissioner of Agriculture).

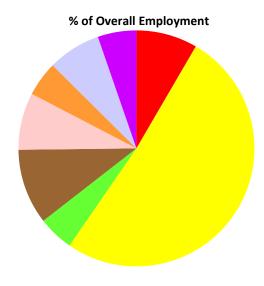
# PERCENTAGE OF EXECUTIVE BRANCH UTILIZATION BY CABINET

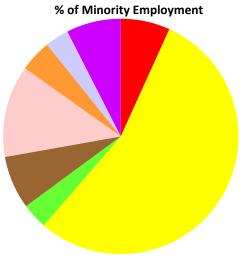
Cabinet	% Overall Employment	% Minority Employment	% Female Employment
ECO	0.26%	0.30%	0.27%
EDU	9.00%	8.43%	10.89%
EE	4.77%	2.12%	3.43%
FA	6.21%	5.91%	5.77%
GG	6.96%	7.53%	8.35%
HFS	23.11%	37.82%	37.66%
JUS	24.05%	21.80%	17.99%
LAB	1.35%	1.13%	1.69%
PER	0.69%	0.93%	1.01%
PP	2.19%	1.33%	1.69%
ТАН	6.86%	3.75%	5.60%
TRAN	14.56%	8.96%	5.78%

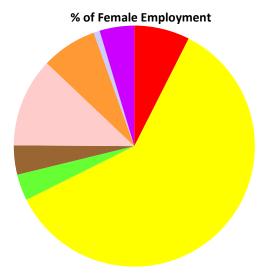


### PERCENTAGE OF EXECUTIVE BRANCH UTILIZATION BY JOB CATEGORY

EEO Job Category	% Overall	% Minority	% Female
Group 1	8.40%	6.77%	7.45%
Group 2	51.20%	54.58%	60.20%
Group 3	4.88%	3.55%	3.53%
Group 4	10.33%	7.30%	3.92%
Group 5	7.83%	12.64%	11.97%
Group 6	4.79%	4.38%	7.46%
Group 7	7.27%	3.28%	0.82%
Group 8	5.30%	7.50%	4.65%







Group 1: Officials & Administrators

Group 2: Professionals Group 3: Technicians

Group 4: Protective Service Workers

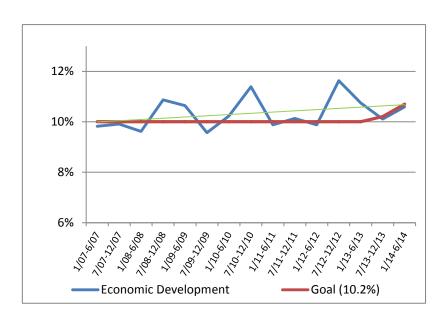
Group 5: Paraprofessionals Group 6: Office & Clerical Group 7: Skilled Workers Group 8: Service Maintenance

# **CABINET UTILIZATION TABLES**

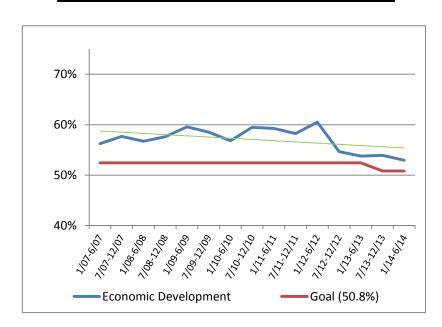
### ECONOMIC DEVELOPMENT CABINET

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	16	1	6.25%	10.7%	5	31.25%	50.8%
EEO GRP 2: PROFESSIONAL	59	7	11.86%	10.7%	32	54.24%	50.8%
EEO GRP 3: TECHNICIANS	5	0	0.0%	10.7%	4	80%	50.8%
EEO GRP 4: PROTECT SERV WRKR							
EEO GRP 5: PARA PROFESSIONAL	1	0	0.0%	10.7%	1	100%	50.8%
EEO GRP 6: OFFICE & CLERICAL	3	0	0.0%	10.7%	3	100%	50.8%
EEO GRP 7: SKILLED WORKER							
EEO GRP 8: SERVICE MAINTENANCE	1	1	100%	10.7%	0	0.0%	50.8%
TOTAL	85	9	10.59%	10.7%	45	52.94%	50.8%
DECEMBED ON A TOTAL	00		40.4404	40.007	40	F0.000/	50 00/
DECEMBER 2013 TOTAL	89	9	10.11%	10.2%	48	53.93%	50.8%
CHANGES	-4	0	0.48%	0.5%	-3	-0.99%	0

### **Economic Development Minority Utilization Trend**



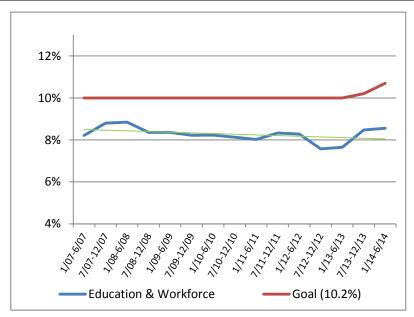
### **Economic Development Female Utilization Trend**



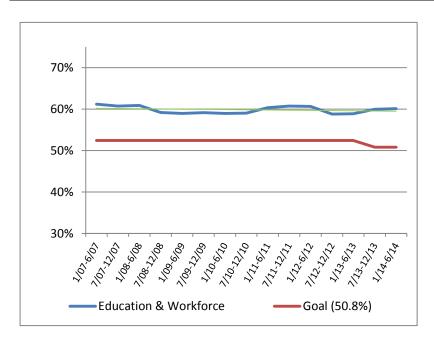
# EDUCATION & WORKFORCE DEVELOPMENT CABINET

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	334	36	10.78%	10.7%	197	58.98%	50.8%
EEO GRP 2: PROFESSIONAL	2,214	174	7.86%	10.7%	1,349	60.93%	50.8%
EEO GRP 3: TECHNICIANS	99	13	13.13%	10.7%	51	51.52%	50.8%
EEO GRP 4: PROTECT SERV WRKR	9	0	0.0%	10.7%	1	11.11%	50.8%
EEO GRP 5: PARA PROFESSIONAL	84	10	11.9%	10.7%	54	64.29%	50.8%
EEO GRP 6: OFFICE & CLERICAL	100	7	7.0%	10.7%	92	92.0%	50.8%
EEO GRP 7: SKILLED WORKER	16	2	12.5%	10.7%	2	12.5%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	111	12	10.81%	10.7%	37	33.33%	50.8%
TOTAL	2967	254	8.56%	10.7%	1.783	60.11%	50.8%
DECEMBER 2013 TOTAL	2.963	251	8.47%	10.2%	1,777	59.97%	50.8%
CHANGES	4	3	0.12%	0.5%	6	0.14%	0

# **Education & Workforce Development Minority Utilization Trend**



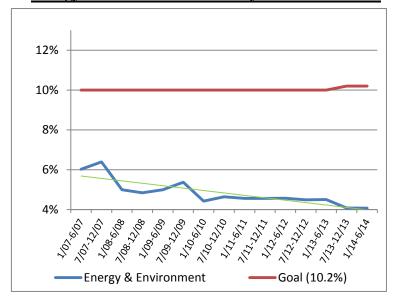
### **Education & Workforce Development Female Utilization Trend**



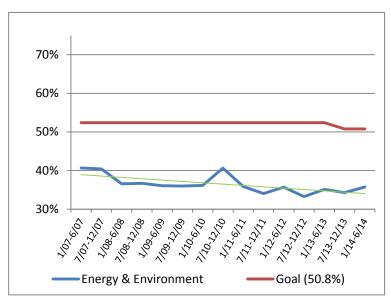
### **ENERGY & ENVIRONMENT CABINET**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	246	12	4.88%	10.7%	80	32.52%	50.8%
EEO GRP 2: PROFESSIONAL	1,179	50	4.24%	10.7%	452	38.34%	50.8%
EEO GRP 3: TECHNICIANS	126	2	1.59%	10.7%	14	11.11%	50.8%
EEO GRP 4: PROTECT SERV WRKR							
EEO GRP 5: PARA PROFESSIONAL	4	0	0.0%	10.7%	4	100%	50.8%
EEO GRP 6: OFFICE & CLERICAL	9	0	0.0%	10.7%	8	88.89%	50.8%
EEO GRP 7: SKILLED WORKER	5	0	0.0%	10.7%	2	40%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	4	0	0.0%	10.7%	2	50%	50.8%
TOTAL	1,573	64	4.07%	10.7%	562	35.73%	50.8%
DECEMBED 2042 TOTAL	1 604	60	4.000/	10.29/	590	24 200/	50.99/
DECEMBER 2013 TOTAL	1,691	69	4.08%	10.2%	580	34.30%	50.8%
CHANGES	-118	-5	-0.01%	0.5%	-18	1.43%	0

**Energy & Environment Minority Utilization Trend** 



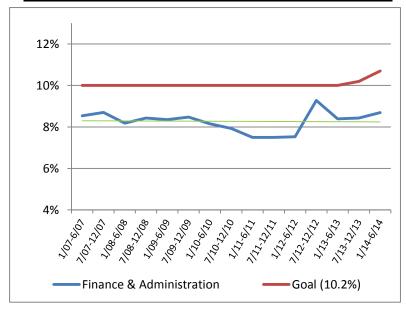
**Energy & Environment Female Utilization Trend** 



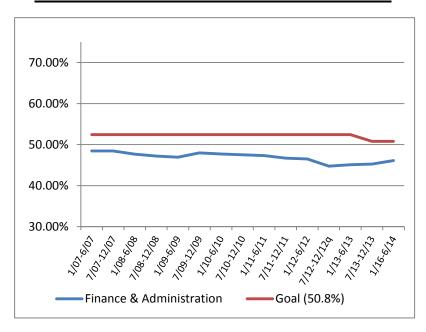
# FINANCE & ADMINISTRATION CABINET

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	426	31	7.28%	10.7%	168	39.44%	50.8%
EEO GRP 2: PROFESSIONAL	1,152	102	8.85%	10.7%	626	54.34%	50.8%
EEO GRP 3: TECHNICIANS	216	20	9.26%	10.7%	73	33.8%	50.8%
EEO GRP 4: PROTECT SERV WRKR		-					
EEO GRP 5: PARA PROFESSIONAL	47	4	8.51%	10.7%	27	57.45%	50.8%
EEO GRP 6: OFFICE & CLERICAL	63	8	12.7%	10.7%	34	53.97%	50.8%
EEO GRP 7: SKILLED WORKER	99	3	3.03%	10.7%	4	4.04%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	46	10	21.74%	10.7%	13	28.26%	50.8%
TOTAL	2,049	178	8.69%	10.7%	945	46.12%	50.8%
DECEMBER 2013 TOTAL	2,052	173	8.43%	10.2%	929	45.27%	50.8%
CHANGES	-3	5	0.26%	0.5%	16	0.85%	0

**Finance & Administration Minority Utilization Trend** 



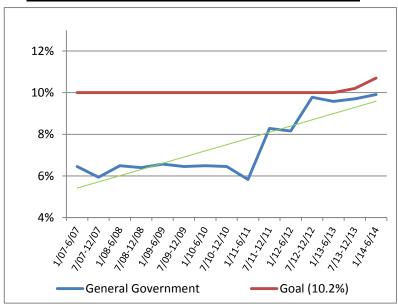
Finance & Administration Female Utilization Trend



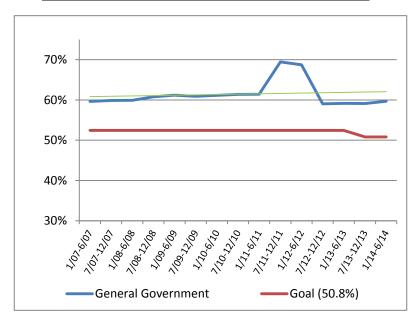
# GENERAL GOVERNMENT

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
550 ODD 4							
EEO GRP 1: OFFICIALS & ADMIN	206	14	6.8%	10.7%	84	40.78%	50.8%
EEO GRP 2:							
PROFESSIONAL	1,056	117	11.08%	10.7%	602	57.01%	50.8%
EEO GRP 3:							
TECHNICIANS	144	7	4.86%	10.7%	94	65.28%	50.8%
EEO GRP 4:							
PROTECT SERV WRKR	271	28	10.33%	10.7%	125	46.13%	50.8%
EEO GRP 5:							
PARA PROFESSIONAL	294	41	13.95%	10.7%	267	90.82%	50.8%
EEO GRP 6:							
OFFICE & CLERICAL	46	4	8.7%	10.7%	40	86.96%	50.8%
EEO GRP 7:							
SKILLED WORKER	64	3	4.69%	10.7%	16	25.0%	50.8%
EEO GRP 8:							
SERVICE MAINTENANCE	213	13	6.10%	10.7%	139	65.26%	50.8%
TOTAL	2,294	227	9.91%	10.7%	1,367	59.67%	50.8%
DECEMBER 2013 TOTAL	2,320	225	9.70%	10.2%	1,371	59.09%	50.8%
CHANGES	-26	2	0.21%	0.5%	-4	0.58%	0
CHANGES	-20		0.21%	0.5%	-4	0.36%	U

# **General Government Minority Utilization Trend**<sup>3</sup>



#### **General Government Female Utilization Trend**<sup>4</sup>



<sup>&</sup>lt;sup>3</sup> Beginning with the June – December 2011 reporting period, employees with the United Prosecutorial Service, the Attorney General, the Secretary of State, the State Treasurer, the Commissioner of Agriculture and the State Auditor were not included in the count for General Government. (Please see page 6 for an explanation of this change in the reporting format.)

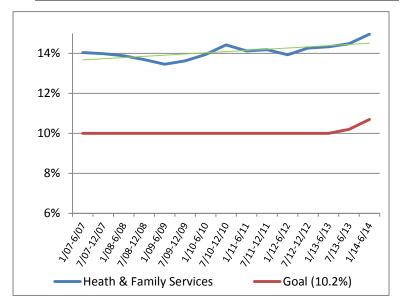
<sup>&</sup>lt;sup>4</sup> *Îbid*....

# **HEALTH & FAMILY SERVICES CABINET**

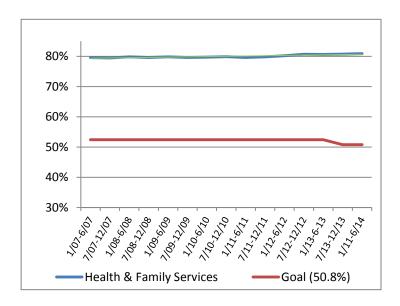
# **January - June 2014 Utilization Table**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	404	34	8.42%	10.7%	297	73.51%	50.8%
EEO GRP 2: PROFESSIONAL	4,520	616	13.63%	10.7%	3,653	80.82%	50.8%
EEO GRP 3:	150						
EEO GRP 4:		20	13.33%	10.7%	97	64.67%	50.8%
PROTECT SERV WRKR	64	3	4.69%	10.7%	24	37.5%	50.8%
EEO GRP 5: PARA PROFESSIONAL	1,699	272	16.01%	10.7%	1,448	85.23%	50.8%
EEO GRP 6: OFFICE & CLERICAL	499	69	13.83%	10.7%	472	94.59%	50.8%
EEO GRP 7: SKILLED WORKER	54	7	12.96%	10.7%	10	18.52%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	232	119	51.29%	10.7%	164	70.69%	50.8%
TOTAL	7,622	1,140	14.96%	10.7%	6,165	80.88%	50.8%
DECEMBER 2013 TOTAL	7,547	1,093	14.48%	10.2%	6,092	80.72%	50.8%
CHANGES	75	47	0.48%	0.5%	73	0.16%	0

**Health & Family Services Minority Utilization Trend** 



**Health & Family Services Female Utilization Trend** 

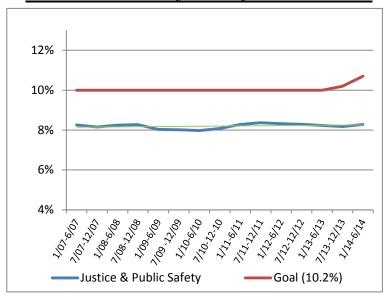


# JUSTICE & PUBLIC SAFETY CABINET

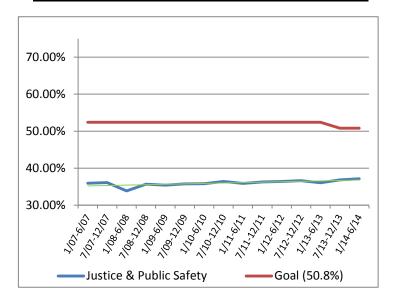
# **January - June 2014 Utilization Table**

				MIN			FEMALE
JOB CATEGORY	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL
EEO GRP 1:							
OFFICIALS & ADMIN	388	42	10.82%	10.7%	163	42.01%	50.8%
EEO GRP 2: PROFESSIONAL	3,542	354	9.99%	10.7%	1,699	47.97%	50.8%
EEO GRP 3: TECHNICIANS	193	7	3.63%	10.7%	97	50.26%	50.8%
EEO GRP 4: PROTECT SERV WRKR	2,860	185	6.47%	10.7%	484	16.92%	50.8%
EEO GRP 5: PARA PROFESSIONAL	167	41	24.55%	10.7%	71	42.51%	50.8%
EEO GRP 6: OFFICE & CLERICAL	535	22	4.11%	10.7%	380	71.03%	50.8%
EEO GRP 7: SKILLED WORKER	194	3	1.55%	10.7%	33	17.01%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	52	3	5.77%	10.7%	19	36.54%	50.8%
TOTAL	7,931	657	8.28%	10.7%	2,946	37.15%	50.8%
DECEMBER 2013 TOTAL	8,018	656	8.18%	10.2%	2,954	36.84%	50.8%
CHANGES	-87	1	0.10%	0.5%	-8	0.31%	0

**Justice & Public Safety Minority Utilization Trend** 



Justice & Public Safety Female Utilization Trend

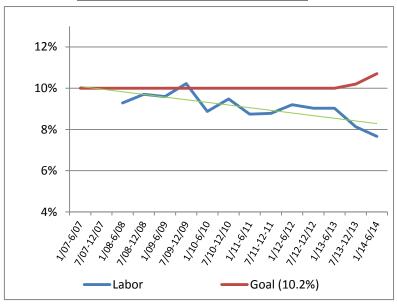


# LABOR CABINET

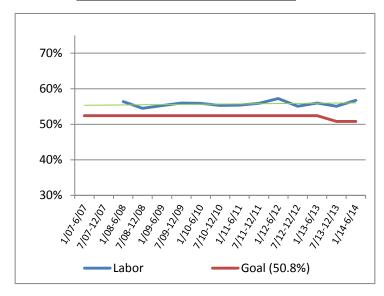
# **January - June 2014 Utilization Table**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1:	F0	_	4.700/	40.70/		50.00/	<b>50.00</b> /
OFFICIALS & ADMIN	56	1	1.79%	10.7%	28	50.0%	50.8%
EEO GRP 2: PROFESSIONAL	293	27	9.22%	10.7%	160	54.61%	50.8%
EEO GRP 3: TECHNICIANS	35	4	11.43%	10.7%	16	45.71%	50.8%
EEO GRP 4: PROTECT SERV WRKR	10	0	0%	10.7%	2	20.0%	50.8%
EEO GRP 5: PARA PROFESSIONAL	17	0	0%	10.7%	17	100%	50.8%
EEO GRP 6: OFFICE & CLERICAL	28	2	7.14%	10.7%	27	96.43%	50.8%
EEO GRP 7: SKILLED WORKER	2	0	0%	10.7%	1	50%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	3	0	0%	10.7%	1	33.33%	50.8%
TOTAL	444	34	7.66%	10.7%	252	56.76%	50.8%
DECEMBER 2013 TOTAL	443	36	8.13%	10.2%	248	55.98%	50.8%
CHANGES	1	-2	-0.47%	0.5%	4	0.78%	0

# **Labor Minority Utilization Trend**<sup>5</sup>



## **Labor Female Utilization Trend**<sup>6</sup>

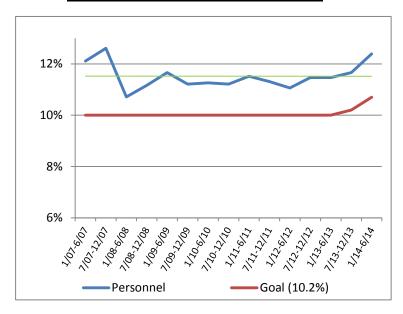


 $<sup>^{5}</sup>$  The Labor Cabinet was created in early 2008 and therefore no trend information exists before the 06/2008reporting period. <sup>6</sup> *Ibid*...

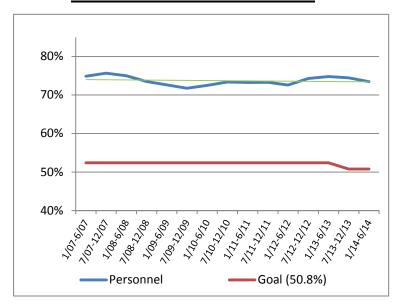
# PERSONNEL CABINET

	тот			MIN PROJ %	FEMALE	%	FEMALE PROJ %
JOB CATEGORY	EMPS	MIN	% MIN	GOAL	EMPS	FEMALE	GOAL
EEO GRP 1: OFFICIALS & ADMIN	36	4	11.11%	10.7%	19	52.78%	50.8%
EEO GRP 2: PROFESSIONAL	168	22	13.1%	10.7%	134	79.76%	50.8%
EEO GRP 3: TECHNICIANS	17	2	11.76%	10.7%	9	52.94%	50.8%
EEO GRP 4: PROTECT SERV WRKR	-						
EEO GRP 5: PARA PROFESSIONAL	1	0	0%	10.7%	1	100%	50.8%
EEO GRP 6: OFFICE & CLERICAL	4	0	0%	10.7%	3	75.00%	50.8%
EEO GRP 7: SKILLED WORKER	ı	-	1	1	1	1	
EEO GRP 8: SERVICE MAINTENANCE	ı	-	1	1	1	1	
TOTAL	226	28	12.39%	10.7%	166	73.45%	50.8%
DECEMBER 2013 TOTAL	223	26	11.66%	10.2%	166	74.44%	50.8%
DECLIVIDER 2013 TOTAL	ZZJ	20	11.00%	10.270	100	14.44-70	30.6%
CHANGES	3	2	1.03%	0.5%	0	-0.99%	0

### **Personnel Minority Utilization Trend**



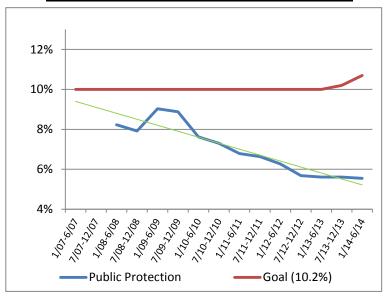
### **Personnel Female Utilization Trend**



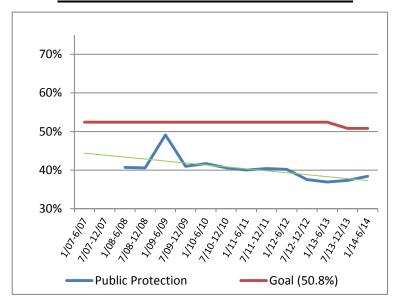
### PUBLIC PROTECTION CABINET

	тот			MIN PROJ %	FEMALE	%	FEMALE PROJ %
JOB CATEGORY	EMPS	MIN	% MIN	GOAL	EMPS	FEMALE	GOAL
EEO GRP 1:							
OFFICIALS & ADMIN	112	8	7.14%	10.7%	39	34.82%	50.8%
EEO GRP 2:							
PROFESSIONAL	405	24	5.93%	10.7%	207	51.11%	50.8%
EEO GRP 3:							
TECHNICIANS	160	7	4.38%	10.7%	18	11.25%	50.8%
EEO GRP 4:							
PROTECT SERV WRKR							
EEO GRP 5:							
PARA PROFESSIONAL	7	0	0%	10.7%	7	100%	50.8%
EEO GRP 6:							
OFFICE & CLERICAL	7	0	0%	10.7%	5	71.43%	50.8%
EEO GRP 7:							
SKILLED WORKER	28	0	0%	10.7%	1	3.57%	50.8%
EEO GRP 8:							
SERVICE MAINTENANCE	2	1	50%	10.7%	0	0%	50.8%
TOTAL	721	40	5.55%	10.7%	277	38.42%	50.8%
DECEMBER 2013 TOTAL	731	41	5.61%	10.2%	273	37.35%	50.8%
CHANGES	-10	-1	-0.06%	0.5%	4	1.07%	0

**Public Protection Minority Utilization Trend**<sup>7</sup>



**Public Protection Female Utilization Trend**<sup>8</sup>

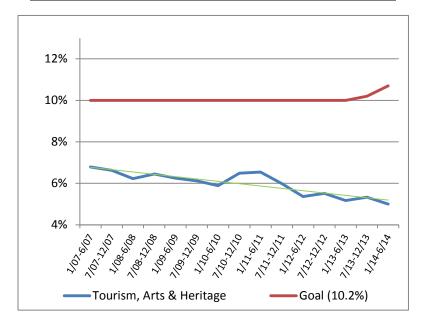


 $<sup>^{7}</sup>$  The Public Protection Cabinet was created in early 2008 and therefore no trend information exists before the 06/08reporting period. <sup>8</sup> *Ibid*...

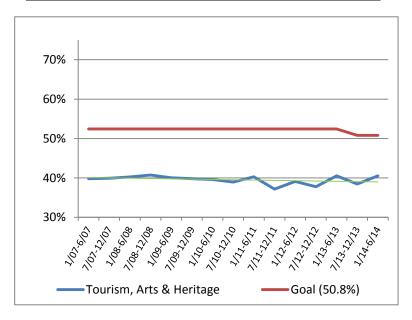
### TOURISM, ARTS & HERITAGE CABINET

	TOT			MIN	FEMALE	0/	FEMALE PRO L %
JOB CATEGORY	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL
EEO GRP 1:							
OFFICIALS & ADMIN	210	9	4.29%	10.7%	66	31.43%	50.8%
EEO GRP 2:							
PROFESSIONAL	575	22	3.83%	10.7%	284	49.39%	50.8%
EEO GRP 3:							
TECHNICIANS	68	6	8.82%	10.7%	21	30.88%	50.8%
EEO GRP 4:							
PROTECT SERV WRKR	188	4	2.13%	10.7%	5	2.66%	50.8%
EEO GRP 5:	404		4.040/	40.70/	40	00.000/	50.00/
PARA PROFESSIONAL	161	2	1.24%	10.7%	42	26.09%	50.8%
EEO GRP 6: OFFICE & CLERICAL	165	3	1.82%	10.7%	115	69.7%	50.8%
	100	J	1.0270	10.170	110	00.1 70	00.070
EEO GRP 7: SKILLED WORKER	250	9	3.6%	10.7%	23	9.2%	50.8%
EEO GRP 8:							
SERVICE MAINTENANCE	645	58	8.99%	10.7%	361	55.97%	50.8%
TOTAL	2,262	113	5%	10.7%	917	40.54%	50.8%
DECEMBER 2013 TOTAL	1,950	104	5.33%	10.2%	750	38.46%	50.8%
CHANGES	242	9	0.229/	0.5%	167	2.000/	0
CHANGES	312	9	-0.33%	0.5%	167	2.08%	0

Tourism, Arts & Heritage Minority Utilization Trend



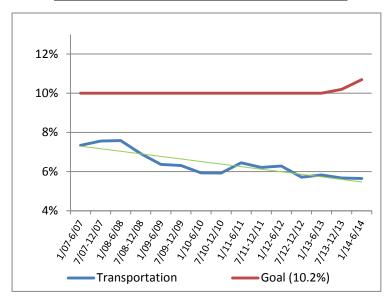
Tourism, Arts & Heritage Female Utilization Trend



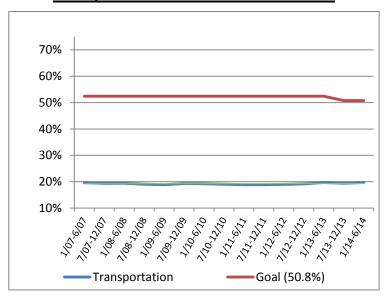
### TRANSPORTATION CABINET

				MIN			FEMALE
JOB CATEGORY	TOT EMPS	MIN	% MIN	PROJ % GOAL	FEMALE EMPS	% FEMALE	PROJ % GOAL
EEO GRP 1:	Limi	IVIIIV	70 WIII V	OONE	LIVII O	T LIVIT (LL	OOME
OFFICIALS & ADMIN	336	12	3.57%	10.7%	73	21.73%	50.8%
EEO GRP 2: PROFESSIONAL	1,721	130	7.55%	10.7%	658	38.23%	50.8%
EEO GRP 3: TECHNICIANS	397	19	4.79%	10.7%	84	21.16%	50.8%
EEO GRP 4: PROTECT SERV WRKR	5	0	0%	10.7%	1	20%	50.8%
EEO GRP 5: PARA PROFESSIONAL	101	11	10.89%	10.7%	21	20.79%	50.8%
EEO GRP 6: OFFICE & CLERICAL	120	17	14.17%	10.7%	42	35%	50.8%
EEO GRP 7: SKILLED WORKER	1,684	72	4.28%	10.7%	43	2.55%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	438	9	2.05%	10.7%	25	5.71%	50.8%
TOTAL	4,802	270	5.62%	10.7%	947	19.72%	50.8%
DECEMBER 2013 TOTAL	4,827	274	5.68%	10.2%	938	19.43%	50.8%
CHANGES	-25	-4	-0.06%	0.5%	9	0.29%	0

### **Transportation Minority Utilization Trend**



#### **Transportation Female Utilization Trend**



## **APPENDICIES**

## **APPENDIX 1 -SECRETARY OF STATE**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	5	0	0%	10.7%	2	40%	50.8%
EEO GRP 2: PROFESSIONAL	24	1	4.17%	10.7%	18	75%	50.8%
EEO GRP 3: TECHNICIANS	1	0	0%	10.7%	0	0%	50.8%
EEO GRP 4: PROTECT SERV WRKR							
EEO GRP 5: PARA PROFESSIONAL							
EEO GRP 6: OFFICE & CLERICAL	1	0	0%	10.7%	1	100%	50.8%
EEO GRP 7: SKILLED WORKER	-						
EEO GRP 8: SERVICE MAINTENANCE							
TOTAL	31	1	3.23%	10.7%	21	67.74%	50.8%
DECEMBER 2013 TOTAL	29	1	3.45%	10.2%	21	72.41%	50.8%
CHANGES	2	0	-0.22%	0.5%	0	-4.67%	0

# **APPENDIX 2 - ATTORNEY GENERAL**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	46	4	8.7%	10.7%	20	43.48%	50.8%
EEO GRP 2: PROFESSIONAL	167	14	8.38%	10.7%	81	48.5%	50.8%
EEO GRP 3: TECHNICIANS	2	0	0%	10.7%	0	0%	50.8%
EEO GRP 4: PROTECT SERV WRKR	1						
EEO GRP 5: PARA PROFESSIONAL	3	1	33.33%	10.7%	3	100%	50.8%
EEO GRP 6: OFFICE & CLERICAL	5	0	0%	10.7%	5	100%	50.8%
EEO GRP 7: SKILLED WORKER	2	0	0%	10.7%	1	50%	50.8%
EEO GRP 8: SERVICE MAINTENANCE	1						
TOTAL	225	19	8.44%	10.7%	110	48.89%	50.8%
DECEMBER 2013 TOTAL	226	16	7.08%	10.2%	114	50.4%	50.8%
CHANGES	-1	3	1.36%	0.5%	-4	-1.51%	0

## **APPENDIX 3 - STATE TREASURER**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	9	0	0%	10.7%	3	33.33%	50.8%
EEO GRP 2: PROFESSIONAL	19	1	5.26%	10.7%	14	73.68%	50.8%
EEO GRP 3: TECHNICIANS	2	0	0%	10.7%	1	50%	50.8%
EEO GRP 4: PROTECT SERV WRKR							
EEO GRP 5: PARA PROFESSIONAL	-			-			
EEO GRP 6: OFFICE & CLERICAL	3	0	0%	10.7%	2	66.67%	50.8%
EEO GRP 7: SKILLED WORKER	-						
EEO GRP 8: SERVICE MAINTENANCE	-						
SERVICE MAINTENANCE							-
TOTAL	33	1	3.03%	10.7%	20	60.61%	50.8%
DECEMBER 2013 TOTAL	32	1	3.13%	10.2%	20	62.5%	50.8%
CHANGES	1	0	0.10%	0.5%	0	-1.89%	0

# **APPENDIX 4 - AUDITOR OF PUBLIC ACCOUNTS**

TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
14	0	0%	10.7%	6	42.86%	50.8%
122	6	4.92%	10.7%	80	65.57%	50.8%
1	0	0%	10.7%	0	0%	50.8%
-						
1	1	100%	10.7%	0	0%	50.8%
138	7	5.07%	10.7%	86	62.32%	50.8%
138	8	5.8%	10.2%	84	60.87%	50.8%
	1	0.720/	0.5%	2	1 450/	0
	14 122 1 1 138	14 0 122 6 1 0 1 1 1 138 7	EMPS       MIN       % MIN         14       0       0%         122       6       4.92%         1       0       0%              1       1       100%              138       7       5.07%         138       8       5.8%	TOT EMPS MIN % MIN GOAL  14 0 0% 10.7%  122 6 4.92% 10.7%  1 0 0% 10.7%   1 1 1 100% 10.7%   1 38 7 5.07% 10.7%  138 8 5.8% 10.2%	TOT EMPS         MIN         % MIN         PROJ % GOAL         FEMALE EMPS           14         0         0%         10.7%         6           122         6         4.92%         10.7%         80           1         0         0%         10.7%         0                  1         1         100%         10.7%         0                         138         7         5.07%         10.7%         86           138         8         5.8%         10.2%         84	TOT EMPS         MIN         % MIN         PROJ % GOAL         FEMALE EMPS         % FEMALE         % FEMALE           14         0         0%         10.7%         6         42.86%           122         6         4.92%         10.7%         80         65.57%           1         0         0%         10.7%         0         0%                   1         1         100%         10.7%         0         0%                   138         7         5.07%         10.7%         86         62.32%           138         8         5.8%         10.2%         84         60.87%

# **APPENDIX 5 - DEPARTMENT OF AGRICULTURE**

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	66	1	1.52%	10.7%	20	30.3%	50.8%
EEO GRP 2: PROFESSIONAL	107	5	4.67%	10.7%	40	37.38%	50.8%
EEO GRP 3: TECHNICIANS	93	2	2.15%	10.7%	21	22.58%	50.8%
EEO GRP 4: PROTECT SERV WRKR	ı			-			
EEO GRP 5: PARA PROFESSIONAL	3	1	33.33%	10.7%	3	100%	50.8%
EEO GRP 6: OFFICE & CLERICAL	21	2	9.52%	10.7%	12	57.14%	50.8%
EEO GRP 7: SKILLED WORKER	1			-			
EEO GRP 8: SERVICE MAINTENANCE	4	1	25%	10.7%	1	25%	50.8%
TOTAL	294	12	4.08%	10.7%	97	32.99%	50.8%
DECEMBER 2013 TOTAL	290	13	4.48%	10.2%	95	32.76%	50.8%
CHANGES	4	-1	-0.4%	0.5%	2	0.23%	0

## APPENDIX 6 - UNIFIED PROSECUTORIAL SYSTEM

JOB CATEGORY	TOT EMPS	MIN	% MIN	MIN PROJ % GOAL	FEMALE EMPS	% FEMALE	FEMALE PROJ % GOAL
EEO GRP 1: OFFICIALS & ADMIN	7	2	28.57%	10.7%	5	71.43%	50.8%
EEO GRP 2: PROFESSIONAL	695	19	2.73%	10.7%	263	37.84%	50.8%
EEO GRP 3: TECHNICIANS	1						
EEO GRP 4: PROTECT SERV WRKR	39	4	10.26%	10.7%	15	38.46%	50.8%
EEO GRP 5: PARA PROFESSIONAL							
EEO GRP 6: OFFICE & CLERICAL	393	19	4.83%	10.7%	377	95.93%	50.8%
EEO GRP 7: SKILLED WORKER							
EEO GRP 8: SERVICE MAINTENANCE	1						
TOTAL	1,134	44	3.88%	10.7%	660	58.2%	50.8%
DECEMBER 2013 TOTAL	1,130	39	3.45%	10.2%	658	58.23%	50.8%
CHANGES	4	5	0.43%	0.5%	2	-0.03%	0

#### **APPENDIX 7 - EEO Job Category Descriptions**

- **Group 1. Officials and Administrators**: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, direct individual departments or special phases of the agency's operations, or provide specialized consultation on regional, district or area basis. <u>Includes</u>: Department heads, directors, assistant directors, branch managers, environmental health program administrators, controllers, examiners, wardens, network engineers, resort park managers, police and fire chiefs, inspections and kindred workers.
- **Group 2. Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. <u>Includes:</u> Personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, correctional captains, health policy assistants and other kindred workers.
- **Group 3. Technicians:** Occupations which require a combination of basic scientific or technical knowledge with manual skill which can be obtained through specialized post secondary school education or through equivalent on the job training. <u>Includes:</u> Computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, mine inspectors, programmers, systems engineer IT, highway technicians, technicians (medical, dental, electronic, physical sciences), administrative specialist I, inspectors and kindred workers.
- **Group 4. Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. <u>Includes:</u> Correctional officers, fire fighters, KVE inspector, facilities security officers, state park rangers, detectives, Occupational Safety and Health Administration, (OSHA), safety consultants, hazardous device investigators, wildlife and boating law enforcement officers and kindred workers.
- **Group 5. Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "new careers" concept. <a href="Includes: Administrative assistants">Includes: Administrative assistants</a>, family support specialists, laboratory aids, revenue examiners, medical aids, child support workers, youth workers, museum guides, house parents, fish and wildlife technicians and kindred workers.
- **Group 6. Office and Clerical:** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information, and other paper work required in an office. <u>Includes:</u> Administrative secretaries, bookkeepers, messengers, office machine operators, clerk-typists, stenographers, data entry operators, communication dispatchers, office managers, postal technicians, rehabilitation care aids, offender information specialists and kindred workers.
- **Group 7. Skilled Worker:** Manual workers of relatively high level (precision production and repair) having a full and comprehensive knowledge of the process involved in their work.

Exercise considerable independent judgment and usually received an extensive period of training. <u>Includes:</u> mechanics and repair people, electricians, heavy equipment operators, highway superintendents, carpenters, HVAC inspectors, locksmiths, correctional farm managers, fisheries biologists and kindred workers.

**Group 8. Service/Maintenance:** Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery. <u>Includes:</u> Cooks, equine workers, elevator inspectors, highway equipment operators, janitors, laborers, laundry workers, park workers, patient aides, stores workers, veterans cemetery caretakers and kindred workers.